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ABSTRACT

To improve vocational educational programs in agriculture, occupational information on a common core of basic skills within the occupational area of the animal health assistant is presented in the revised task inventory survey. The purpose of the occupational survey was to identify a common core of basic skills which are performed and are essential for success in the occupation. Objectives were accomplished by constructing an initial task inventory to identify duty areas and task statements for the occupation. The initial task inventory was reviewed by consultants in the field, and 268 tasks were identified. A random sample of 100 veterinarians operating small animal care hospitals from the 1975 directory of the Ohio Veterinary Medical Associaiton was obtained. Data were collected utilizing employer and employee questionnaires. Fifty-four questionnaires were returned of which 44 were usable. A compilation of basic sample background information is presented on size of small animal care practice, total work experience, employment at current job, and preparation as an animal health assistant. A compilation of duty areas of work performed and work essential for the occupation is given. Percentage performance by incumbent workers and the average level of importance of specific task statements are presented in tabular form. (Author/EC)

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DETERMINATION OF A COMMON CORE OF BASIC SKILLS IN AGRIBUSINESS AND NATURAL RESOURCES

An Emperical Determination Of Tasks Essential To Successful Performance As An Animal Health Assistant

DEPARTMENT OF AGRICULTURAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO 43210

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AN EMPERICAL DETERMINATION OF TASKS ESSENTIAL TO SUCCESSFUL PERFORMANCE AS AN ANIMAL HEALTH ASSISTANT

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FOREWORD

The Department of Agricultural Education at The Ohio State University is involved in a major programmatic effort to improve the curricula in education programs in agriculture. One product in this effort is this report of the animal health assistant task inventory survey. The data reported were collected as part of a more comprehensive thrust designed to develop a common core of basic skills in agribusiness and natural resources.

It is hoped that the revised task inventory contained in this report will be useful to curriculum developers working for improved occupational relevance in schools. Twenty-seven additional inventories in other occupational areas are also reported from this project.

The profession owes its thanks to Fred Cooke, graduate research associate, for his work in preparing this report. Special appreciation is also expressed to Gene P. King, Executive Secretary, Ohio Veterinary Medical Association, for his input and help in securing the cooperation of those employed in this occupational area.

J. David McCracken
Project Director

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INTRODUCTION

Occupational information is needed to develop and revise vocational and technical education curricula. Teachers and curriculum developers generally determine which skills might be taught in a program based upon teacher expertise, advisory committee input, informal and formal community surveys, and/or task inventories.

The Agricultural Education Department at The Ohio State University has utilized and revised a system for obtaining and using occupational information as an effective aid in planning, improving, and updating occupational education curricula. This report presents the results of a survey of the occupation, animal health assistant. The information contained herein may be used by curriculum development specialists, teachers, local and state administrators, and others involved in planning and conducting vocational and technical programs in agriculture.

Purpose and Objectives

The major purpose of the occupational survey was to identify the skills which are performed and essential for success as an animal health assistant. The specific objectives of this survey were as follows:

1. Develop and validate an initial task inventory for the animal health assistant.
2. Identify the specific tasks performed by the animal health assistant.
3. Determine the relative importance of the specific tasks to successful employment as an animal health assistant.

Definition of the Occupational Area

The animal health assistant works in small animal care establishments. The animal health assistant may be involved with work in the office of a veterinarian's practice and/or in the handling and caring of small animals in a veterinarian's practice or a pet shop. The specific duties performed by the animal health assistant will vary with the size and type of business. In general, the animal health assistant may feed and groom small animals; assist a veterinarian in performing surgery; perform examining room work; maintain the facilities; assist with X-rays; and administer medication. In some establishments, the animal health assistant may have a more definitive title such as veterinarian aid or assistant, receptionist, or technician.

METHODOLOGY

Objectives were accomplished by constructing an initial task inventory, validating the initial inventory, selecting a sample of workers, collecting data, and analyzing data.

Initial Task Inventory

Duty areas and task statements for the animal health assistant were identified by searching existing task lists, job descriptions, curriculum guides, and reference publications. Additionally, contacts with several veterinarians aided in clarifying the specific responsibilities of the animal health assistant.

All the tasks that the project staff thought to be performed were assembled into one composite list.

The initial tasks were grouped into functional areas called "Duties".

After the task statements were grouped under the proper duty areas, each task statement was reviewed for brevity, clarity, and consistency. In all, 312 task statements were included in the initial task inventory.

Initial Inventory Validation

After the initial task inventory was constructed, it was reviewed by 17 consultants working in the small animal care areas. These consultants included 17 veterinarians and six instructors of small animal care programs.

The consultants were asked to respond to the initial task list inventory by performing the following activities:

1. Indicate whether any of the tasks listed were not appropriate.

2. Add any additional tasks they believed were performed by the animal health assistant.

3. Make changes in the wording of tasks to help add clarity to the statements.

The comments from the 17 consultants were pooled and needed revisions were made. Two duty areas were eliminated and five duty areas were combined. Six new duty areas were added.

As a result of the initial task inventory review process, 268 tasks were identified.

Worker Sample Selection

Since the specific duties and tasks performed by the individual animal health assistant are related to the size and type of business where employed, an attempt was made to survey animal health assistants employed in various sizes and types of small animal care establishments. It was not possible to secure a list of the specific names and addresses of all incumbent workers in the state. Therefore, a sample of 100 veterinarians operating small animal care hospitals was obtained from the 1975 directory of the Ohio Veterinary Medical Association using a stratified random sampling approach. The strata used were type of business and geographical location.

Data Collection

A packet of materials was sent to the randomly-selected veterinarians. The packet of materials included:

1. A cover letter from the Ohio Veterinary Medical Association.
2. An employer questionnaire printed on blue.
3. An employee questionnaire printed on yellow.
4. A stamped and self-addressed return envelope.

The veterinarian was instructed to complete the employer questionnaire and to have a responsible animal health assistant complete the employee questionnaire. The veterinarian was instructed to collect the employee questionnaire and return both the employer and employee questionnaire in the stamped and self-addressed return envelope by the date specified in the cover letter.

A follow-up of non-respondents consisted of mailing a packet of materials two weeks after the initial mailing. The follow-up consisted of a packet of materials identical to the initial packet except that a cover letter on Ohio State University stationery replaced the cover letter on Ohio Veterinary Medical Association stationery.

Data Analysis

The 54 questionnaires which were returned were checked for completeness and accuracy by the project staff. Information from the 44 usable responses was coded on Fortran coding sheets for key punching. In addition to coding appropriate respondent background information, each specific task statement was coded as to whether it was performed (1 = Task performed by respondent; blank = Task not performed by respondent) and the level of importance of the task (3 = Essential; 2 = Useful; 1 = Not Important). The information was keypunched on IBM cards and verified by personnel at the Instruction and Research Computer Center at The Ohio State University.

The data was analyzed using the SOUPAC computer program and the facilities of the Instruction and Research Computer Center. Consultant assistance for analyzing the data was provided by personnel at The Center for Vocational Education. The SOUPAC computer analysis resulted in the computation of relative frequencies, means, and rankings for each task statement. The results of the computer analyses were printed in tabular form for ease of interpretation.

FINDINGS

Objectives of the study resulted in the compilation of basic sample background information, the determination of tasks performed by the animal health assistant, and the identification of tasks essential to successful performance as an animal health assistant.

Description of the Sample

Information regarding the performance of tasks and the importance of the tasks to successful employment as an animal health assistant was obtained from animal health assistants in various practices across Ohio.

Response to the Survey

A total of 100 questionnaires were mailed and 54 replies were received. This represented a 54% rate of return. The response to the questionnaire is summarized in TABLE I.

TABLE I

EMPLOYEE RESPONSE TO THE QUESTIONNAIRE

	N	Percent of All Employees In The Survey
Employees in Survey	100	100.0
Total Returns	54	54.0
Usable Returns	44	44.0
Unusable Returns	10	10.0
Nonrespondents	46	46.0

Size of Small Animal Care Practice

Animal health assistants from various size small animal care hospitals were included in the study. The number of full-time equivalent (two one-half time animal health assistants equal one full-time equivalent) animal health assistants employed in the practice was used as an index to assess the size of hospital where the animal health assistant was employed. Of the 54 questionnaires received, 44 included information regarding the size of the practice. TABLE II summarizes the responses to the question, "How many full-time equivalent animal health assistants are employed in your practice?" Thirty-six animal health

assistants or 81.8% were employed in practices employing one to three full time equivalent animal health assistants. Five animal health assistants or 11.4% were employed in practices employing four to six full-time equivalent animal health assistants. Thus, 93.2% of the animal health assistants were working in practices employing one to six full-time equivalent animal health assistants. The number of full-time equivalent animal health assistants employed in the practices ranged from one to ten. The average number of full-time equivalent animal health assistants employed in the practices was 2.7.

TABLE II

SIZE OF VETERINARY PRACTICE WHERE CURRENTLY EMPLOYED

Number of Animal Health Assistants Employed in Practice	N	Percent of Respondents
1-3	36	81.8
4-6	5	11.4
7 or more	3	6.8
Total	44	100.0

$\bar{X}$ number of animal health assistants in the practice = 2.7

Total Work Experience

Animal health assistants with varying amounts of work experience in the animal health profession were included in the study. TABLE III summarizes the responses to the question, "How many total years have you worked in the animal health profession?" Twelve animal health assistants or 27.2% had from one to three total years of work experience in the animal health profession. Twelve animal health assistants or 27.2% had from four to six total years of work experience in the animal health profession. Nine animal health assistants or 20.7% had from seven to ten total years of work experience in the animal health profession. The total years of work experience in the animal health profession ranged from 1-26 years. Animal health assistants had an average of 7.6 years of total work experience in the animal health profession.

Employment at Current Job

Animal health assistants in the survey had spent varying amounts of time in their present job. TABLE IV summarizes the

TABLE III

TOTAL AMOUNT OF WORK EXPERIENCE IN THE ANIMAL HEALTH PROFESSION

Years	N	Percent of Respondents
1-3	12	27.2
4-6	12	27.2
7-10	9	20.7
11-14	2	4.5
15-18	4	9.1
19-22	4	9.1
23 or more	1	2.2
Total	44	100.0

$\bar{X}$ years in the animal health profession = 7.6

TABLE IV

LENGTH OF TIME AT PRESENT JOB

Years	N	Percent of Respondents
1-3	17	38.6
4-6	12	27.3
7-10	7	15.9
11-14	1	2.3
15-18	4	9.1
19 or more	3	6.8
Total	44	100.0

$\bar{X}$ years at present job = 6.5

responses to the question, "How many years have you worked at your present job?" Seventeen animal health assistants or 38.6% had worked at their present job from one to three years. Twelve animal health assistants or 27.3% had worked at their present

job from four to six years. Seven animal health assistants or 15.9% had worked at their present job from seven to ten years. The years of work at their present job ranged from 1-22 years. Animal health assistants had been employed at their present job an average of 6.5 years.

Preparation as an Animal Health Assistant

Animal health assistants obtained training for their job from various sources. TABLE V summarizes their responses to the question, "Where did you receive your training as an animal health assistant?" Forty-one animal health assistants or 93.2% indicated they received training on-the-job. Six animal health assistants or 13.6% indicated they attended a technical school program to receive training as an animal health assistant. Four animal health assistants or 9.1% indicated they had received training as an animal health assistant by attending a high school program.

TABLE V

SOURCE OF TRAINING RECEIVED AS AN ANIMAL HEALTH ASSISTANT

Source	N	Percent of All Employees In The Survey
On-The-Job	41	93.2
High School Program	4	9.1
Technical School Program	6	13.6
Other	2	4.5

Duty Areas of Work Performed by the Animal Health Assistant

The 268 tasks were grouped under 21 duty areas. Each respondent indicated whether he performed the specific task in his current position as an animal health assistant. The percentages of respondents performing each task were averaged for all tasks under each duty area. The mean percentage of incumbents who performed specific tasks in specified duty areas is presented in TABLE VI.

Duty areas of work in which 50% or more of the incumbent workers performed the tasks were:

1. Performing General Office Work
2. Recording Information
3. Handling and Caring for Animals
4. Feeding Animals
5. Grooming Animals
6. Performing Examining Room Work
7. Dispensing Medicine and Supplies
8. Administering Medication
9. Assisting in Restraining Animals
10. Assisting With X-Rays
11 Using and Maintaining Surgical Equipment and Small Animal Care Equipment
12. Preparing Facilities and Equipment for Surgery
13. Preparing Animals for Surgery
14. Performing Emergency First Aid
15. Inventorying Products
16. Selling and Marketing Products
17. Maintaining Facilities
18. Following Safety Precautions

Duty Areas of Work Essential for Successful Performance as an Animal Health Assistant

A level of importance rating was obtained for each task. The respondent could rate the task as essential, useful, or not important for successful performance as an animal health assistant. A ranking of essential was assigned a numerical rating of "3", useful a numerical rating of "2", and not important a numerical rating of "1". The level of importance ratings for each task were averaged for all tasks under each duty area. The average level of importance ratings for the specific tasks in the specified duty areas are presented in TABLE VI.

Duty areas of work which received a 2.0 or higher level of importance rating by incumbent workers were:

1. Performing General Office Work
2. Recording Information
3. Handling and Caring for Animals
4. Feeding Animals
5. Grooming Animals
6. Performing Examining Room Work
7. Performing Laboratory Tests
8. Dispensing Medicine and Supplies
9. Administering Medication
10. Assisting in Restraining Animals
11. Assisting With X-Rays
12. Using and Maintaining Surgical Equipment and Small Animal Care Equipment

13. Preparing Facilities and Equipment for Surgery
14. Preparing Animals for Surgery
15. Performing Emergency First Aid
16. Inventorying Products
17. Maintaining Facilities
18. Following Safety Precautions

Percentage Performance and Level of Importance Ratings of Specific Tasks

The percentage performance by incumbent workers and the level of importance for each specific task is also presented in TABLE VI.

It is recommended that the results for each specific task be examined by educators and others who are developing educational programs to determine curriculum content for preparing animal health assistants. Specific tasks with a high level of performance and a high level of importance rating should be given more emphasis in the educational program than specific tasks with a low level of performance and a low level of importance rating.

TABLE VI

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Performing General Office Work		
Admit and dismiss patients	88	2.8
Determine purpose of visits	88	2.6
File office forms and records	88	2.8
File X-rays	81	2.4
Greet clients	95	2.9
Notify clients of appointments	65	2.3
Operate office equipment	84	2.7
Schedule appointments	88	2.7
Use telephone	95	2.9
Wear appropriate dress for office work	88	2.8
Write memos, notes, and letters	84	2.6
Mean Rating	85.8	2.7
Interpreting Medical Terminology		
Identify circulatory system and function	29	1.5
Identify digestive system and function	34	1.6
Identify endocrine system and function	25	1.4
Identify general anatomy and physiology terms	50	1.9
Identify integumentary system and function	27	1.4
Identify major disease terminology	47	1.9
Identify major muscles and function	18	1.3
Identify major skelatal components and function	31	1.5
Identify nervous system and function	22	1.4
Identify reproductive system and function	34	1.6
Identify respiratory system and function	29	1.5
Identify urinary system and function	38	1.7
Identify various chemical terms	29	1.5
Identify various microscopic cell and tissue terminology	31	1.6
Interpret chemical formulations	11	1.1
Mean Rating	30.3	1.5
Recording Information		
Balance daily cash statements	59	2.3

*Average rating of importance may range from 1-3 with 3 being the highest.

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Balance monthly bank statements.	38	1.6
Deposit daily cash receipts.	43	1.8
Develop graphs and charts.	18	1.0
Maintain accounts receivable and accounts payable.	70	2.4
Receive payments for accounts.	90	2.9
Record bowel movement information.	93	2.8
Record feeding information	88	2.8
Record general client information.	88	2.8
Record general patient information	75	2.4
Record medication information.	79	2.5
Record or attach complete pedigree record.	9	1.0
Record surgery information	75	2.4
Record vaccination information	88	2.8
Record weight information.	75	2.2
Write checks	29	1.2
Mean Rating.	63.6	2.2
Handling and Caring for Animals		
Assist animals in delivering young	63	2.2
Assist animals in nursing.	72	2.3
Check if animals are pregnant.	13	1.0
Collect bowel movements.	90	2.7
Control animals when handling.	93	2.9
Estimate weight of animals	65	2.1
Evaluate overall condition of animal	59	1.8
Exercise animals	86	2.7
Identify animal heat signs	81	2.6
Identify animals	86	2.7
Identify breeding methods.	22	1.1
Induce bowel movements	56	2.0
Observe animals regularly for problems	88	2.7
Place animals in holding pens.	88	2.8
Provide proper environment for bred animals.	34	1.3
Regulate air movement and temperature in holding areas	52	1.8
Separate non-compatible animals.	68	2.2
Take pulse and temperature	50	2.0
Mean Rating.	65.0	2.2

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Feeding Animals		
Add medication to feeds.	75	2.4
Determine amount of feed required by animal.	81	2.6
Determine how often animals should be fed.	70	2.2
Determine nutritional requirements of animals.	40	1.5
Determine when animals should be fed	65	2.2
Determine which feeds may be fed animals	50	1.7
Feed pre-surgical diet	36	1.5
Identify basic components of feeds	11	1.0
Interpret information found on feed labels	25	1.3
Interpret nutritional feed charts.	20	1.2
Place feed in containers	81	2.5
Prepare feed	93	2.8
Provide water for animals.	90	2.9
Mean Rating.	57.1	2.7
Grooming Animals		
Bathe animals.	81	2.5
Clean ears	63	2.1
Clean teeth.	68	2.4
Clip nails	84	2.5
Comb animals	79	2.5
Drain anal sacs.	47	1.9
Dry washed animals with towels and dryers.	70	2.3
Identify clipping problems	45	1.7
Identify water and soap differences.	40	1.7
Paint nails.	4	1.0
Perform post-clipping procedures	22	1.2
Perform various clipping patterns.	25	1.3
Perfume animals.	22	1.0
Pluck hair	34	1.3
Mean Rating.	53.4	2.1
Performing Examining Room Work		
Apply bandages	68	2.1

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Assist in diagnosing infectious and non-infectious diseases.	29	1.3
Assist in treating diseases.	70	2.3
Assist the veterinarian in determining control procedures for diseases and parasites.	43	1.7
Change bandages.	72	2.2
Disinfect examining table and equipment.	90	2.8
Identify external parasites.	84	2.6
Place and restrain animal on examining table	90	2.8
Prepare examination room area.	90	2.8
Use appropriate disinfectants.	93	2.8
Use proper taping techniques	50	1.9
Mean Rating.	71.3	2.3
Performing Laboratory Tests		
Analyze fecal samples.	72	2.6
Chemically examine urine	63	2.3
Classify sediments in urine.	43	1.8
Collect urine sample	70	2.2
Convert English measurements to metric measurements.	27	1.2
Determine coagulability of blood	27	1.5
Identify bacteria.	22	1.3
Identify parasites and parasite eggs	75	2.5
Measure solids and liquids	38	1.7
Operate centrifuge tube.	65	2.3
Perform direct smear method.	54	2.1
Perform flotation method	84	2.7
Perform hemoglobin determination	43	1.8
Perform "McMaster Technique"	9	1.0
Pipette liquids.	36	1.7
Prepare and stain blood smears	52	2.1
Prepare bacterial cultures	38	1.8
Prepare, innoculate, and incubate cultures	34	1.7
Prepare microscope slides.	50	2.1
Preserve fecal samples	29	1.7
Set-up and adjust microscope	59	2.2
Take blood sample.	52	2.0
Titrate reactions.	15	1.2

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Use laboratory sticks.	63	2.1
Mean Rating.	47.4	2.3
Dispensing Medicine and Supplies		
Destroy empty containers	72	2.2
Interpret prescription requests.	54	1.8
Interpret product labels	47	1.7
Label drug containers.	70	2.3
Maintain orderly storage shelves	81	2.6
Measure exact amounts for prescriptions.	68	2.2
Prepare animal drug form	29	1.3
Store products in proper areas	86	2.7
Transfer products to various size containers	68	2.2
Use drug coding system	34	1.5
Mean Rating.	61.4	2.1
Administering Medication		
Administer IM injection under supervision.	65	2.3
Administer IV injection under supervision.	59	2.2
Administer oral medication under supervision	77	2.5
Administer rectal medication under supervision	56	2.1
Administer subcutaneous injection under supervision.	72	2.4
Administer surface medication under supervision.	79	2.5
Fill syringe	75	2.4
Identify and select animal's proper medication	38	1.5
Interpret veterinarian's medication prescription	59	2.2
Locate injection points on animals under supervision	63	2.1
Select proper needles.	75	2.1
Sterilize injection equipment.	81	2.6
Mean Rating.	67.2	2.2
Assisting in Restraining Animals		
Apply pneumatic collar	36	1.6
Apply various muzzles.	81	2.5

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Form temporary muzzle.	84	2.6
Identify animal's moods.	77	2.3
Open animal's mouth.	31	2.4
Properly approach animal	93	2.8
Restrain animal's head	93	2.9
Tape legs.	43	1.5
Tie animal to table.	79	2.4
Mean Rating.	74.0	2.3
Assisting With X-Rays		
Adjust cassette holder	70	2.4
Adjust X-ray machine settings.	54	2.1
Analyze film development problems.	47	1.9
Clean processing tanks	61	2.1
Develop film	79	2.5
"Fix" film	75	2.4
Identify developing chemicals.	59	2.0
Identify normal X-ray positions.	63	2.3
Interpret metric measurements.	27	1.4
Maintain standards on machine settings	47	1.8
Maintain water and solution temperatures	72	2.3
Measure part of animal to be examined.	65	2.3
Mix and replace developing solution.	54	1.9
Operate high-low kilovoltage switch.	54	1.9
Position and read X-rays	31	1.3
Position animals for X-rays.	70	2.4
Read technique charts for X-ray equipment.	52	2.0
Read voltmeter	43	1.7
Record millimeter register	34	1.6
Remove film from cassette.	75	2.4
Set automatic timer.	65	2.2
Set-up field X-ray equipment	15	1.0
Store X-rays	81	2.5
Trim processed X-rays.	45	1.9
Use appropriate aprons and gloves.	86	2.7
Use processing equipment	61	2.1
Use proper film.	72	2.3
Use proper screened cassettes.	65	2.1

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Warm-up X-ray machine.	52	1.8
Mean Rating.	58.3	2.0
Using and Maintaining Surgical Equipment and Small Animal Care Equipment		
Check equipment for defects.	79	2.5
Clean and disinfect instruments and equipment.	93	2.9
Identify anesthesiology equipment.	77	2.4
Identify bandage and stitch scissors	90	2.7
Identify canine tonsil snares.	70	2.4
Identify cauterizing equipment	86	2.6
Identify dental equipment.	93	2.8
Identify fracture equipment.	88	2.7
Identify post-mortem equipment	72	2.3
Identify probes, seekers, and dry dissectors	59	2.1
Identify scissor tips.	75	2.4
Identify surgical blades and scalpels.	84	2.6
Identify transfusion equipment	72	2.4
Identify various catheters	86	2.7
Identify various forceps	84	2.6
Identify various hemostats	79	2.5
Identify various injection equipment	79	2.5
Identify various suture needles.	86	2.7
Identify various syringes.	84	2.6
Interpret equipment operation instructions	69	2.2
Maintain air cleaner	43	1.8
Select appropriate equipment for specific jobs	79	2.5
Sterilize instruments and equipment.	93	2.9
Store various instruments and equipment.	90	2.8
Use and maintain various scales and balances	59	1.9
Use and maintain X-ray equipment	63	2.1
Use colorimeter.	43	1.8
Use hemogram machine	31	1.5
Use incubators	40	1.7
Use urinometer	56	1.9
Mean Rating.	73.0	2.4
Preparing Facilities and Equipment for Surgery		
Clean surgery room	86	2.8

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Control ventilation and temperature in room.	59	2.0
Lay-out surgical equipment	90	2.8
Perform scrubbing technique.	84	2.7
Prepare drugs and chemicals.	72	2.2
Prepare standard and special surgical packs.	86	2.6
Prepare sterile bundles and germicide basins	81	2.5
Prepare sterile gowns, caps, and masks	77	2.5
Mean Rating.	79.1	2.5
Preparing Animals for Surgery		
Assist in anesthetizing animals.	93	2.8
Clip animal hair	88	2.8
Drape and position animal.	81	2.6
Shave animal hair.	84	2.7
Wash animals	77	2.5
Wash operative area on animal.	88	2.9
Mean Rating.	85.0	2.7
Performing Emergency First Aid		
Administer artificial respiration.	72	2.4
Administer oxygen.	75	2.4
Apply antiseptic	81	2.5
Apply minor medication	79	2.4
Cleanse wounds	79	2.5
Identify internal hemorrhaging symptoms.	47	2.0
Identify shock symptoms.	72	2.4
Identify various external bleeding problems.	75	2.4
Isolate suspected rabid animals.	45	1.6
Maintain body temperature.	68	2.1
Prepare and transport emergency victims.	65	2.1
Prepare patient for transfusion.	79	2.5
Stop external bleeding	79	2.5
Mean Rating.	70.5	2.3

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Inventorying Products		
Determine when supplies need to be ordered	86	2.6
Remove contaminated items from stock	75	2.3
Remove expired products from inventory	72	2.3
Take physical inventory of supplies	72	2.2
Use stocking forms	25	1.3
Mean Rating	66.0	2.1
Selling and Marketing Products		
Complete sales slip	56	1.9
Demonstrate items for sale	27	1.1
Determine whether product requested is on hand	72	2.2
Handle customer complaints	68	2.0
Make change	77	2.4
Meet customers	79	2.5
Operate cash register	43	1.8
Prepare and arrange displays of products	20	1.1
Price products for customers	50	1.8
Stock shelves	65	2.0
Use billing machine	36	1.5
Mean Rating	53.9	1.8
Following Legal Regulations		
Determine what duties may legally be performed by the animal care assistant	38	1.4
Determine which materials may be sold without prescriptions	40	1.4
Mean Rating	39.0	1.4
Maintaining Facilities		
Clean feeders	86	2.7
Clean holding pens, cages, and runs	95	2.9
Clean waiting room	95	2.9
Disinfect pens	93	2.8

TABLE VI (Cont.)

PERCENTAGE PERFORMANCE AND AVERAGE RATING OF IMPORTANCE OF SPECIFIC TASKS

TASK STATEMENTS	Percent Performing	Average Level of Importance
Dispose of residues and trash.	97	2.9
Mean Rating.	93.2	2.8
Following Safety Precautions		
Apply first aid to minor cuts, bruises, and burns.	68	2.3
Follow safe work habits.	90	2.8
Identify potential safety hazards.	88	2.7
Store chemicals safely	70	2.3
Use fire extinguishers	79	2.4
Wear appropriate protective clothing	79	2.5
Mean Rating.	79.0	2.5